

## **CITIZEN’S CHARTER NO. WRD-01. Processing of CITES Permit Applications for the Export/Re-export of Wildlife, including by-products and derivatives**

This procedure intends to define the controls needed to ensure that the process in the issuance of export and re-export permits for CITES-listed species are being carried out as mandated under Republic Act 9147 (Wildlife Resources Conservation and Protection Act) and pursuant to the Philippine commitment to the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

CITES Export Permit refers to a permit authorizing an individual to bring, send or transport wildlife listed under the CITES Appendices, including its by-products and derivatives, from the Philippines to other countries. On the other hand, CITES Re-Export Permit refers to a permit authorizing an individual to bring out of the country a previously imported wildlife. Both CITES permits have the validity period of 1-6 months.

<b>Office or Division:</b>	Wildlife Resources Division (WRD)/Units under Office of the Assistant Director and Director
<b>Classification:</b>	Simple - applications from holders of Wildlife Farm Permit/Wildlife Culture Permit covering ornamental plants (valid for commercial purposes, Gratuitous Permit for taxonomic study) and Certificate of Wildlife Registration for pet purposes; application for re-export of manufactured products/live pets covered by CITES Import Permit issued by BMB Complex – applications covering specimens <b>requiring further inspection by BMB and/or CITES Scientific Authorities and/or technical experts</b>
<b>Type of Transaction</b>	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government
<b>Who may avail:</b>	All applicants (Filipino citizen and Foreigner)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>EXPORT</b>	
1. Duly accomplished application form (1 original)	BMB-WRD Office/BMB website
2. Any document showing supporting legal possession/acquisition of wildlife	
<ul style="list-style-type: none"> <li>• Official Receipt/Sales Invoice (original)</li> </ul>	Legal wildlife breeder
<ul style="list-style-type: none"> <li>• Deed of Donation</li> </ul>	Donor

<ul style="list-style-type: none"> <li>• Certificate of Wildlife Registration (CWR) /Wildlife Farm Permit (WFP)/Wildlife Culture Permit (WCuP)</li> </ul>		DENR Regional Office/Permit Holder		
<ul style="list-style-type: none"> <li>• Affidavit</li> </ul>		Notary Public		
<ul style="list-style-type: none"> <li>• Applicable Cutting Permits and Transport Permits such as Tree Cutting Permit, Special Private Land Timber Permit, Certificate of Timber Origin, Certificate of Tree Plantation Ownership, Certificate of Transshipment, Certificate of Verification (for wood, wood product and derivatives)</li> </ul>		DENR Regional/PENR/CENR Office		
3. Wildlife Inspection Report (endorsed to BMB within 5 days upon receipt of permit application by concerned DENR Regional Office)		DENR Regional/PENR/CENR Office		
4. Local Transport Permit (where applicable)		Regional Office (for NCR)/PENR Office		
5. Breeding/production Reports validated by the Regional Office		DENR-Regional Office		
<b>Additional requirements for Commercial Purposes (EXPORT)</b>				
8. Export Declaration (for export of butterfly for commercial purposes)		Department of Trade and Industry (DTI)		
<b>RE-EXPORT</b>				
1. Duly accomplished application Forms (1 original)		BMB-WRD Office/BMB website		
2. CITES Import Permit or equivalent import permit/document and any document as proof of legal possession/acquisition of wildlife, as applicable		CITES Import Permit (BMB)		
3. Wildlife Inspection Report		DENR Regional/PENR/CENR Office		
4. Local Transport Permit (where applicable)		DENR PENR Office/DENR NCR		
7. Breeding/production Reports validated by the Regional Office		DENR Regional Office		
<b>Additional requirements for Commercial Purposes (RE-EXPORT)</b>				
8. Export Declaration (for commercial purposes)		Department of Trade and Industry (DTI)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit accomplished Application Form to the	1a. Receives, records, and forwards accomplished			Staff, WRD

<p>Wildlife Resources Division (WRD) with complete supporting documents</p>	<p>Application Form with supporting documents to the Wildlife Regulation Section (For walk-in applications and applications received through WRD email)</p> <p>1b. Receives, records, and forwards to the Wildlife Regulation Section through the staff, WRD (For applications endorsed by Regional Office).</p>	<p>None</p>	<p>1 hour and 20 mins</p>	<p>Staff, Records Management Unit/Section</p>
	<p>2. Evaluates application and supporting documents*.</p>	<p>None</p>	<p>4 hrs</p> <p>For further requirements needed, processing time stops and resumes upon receipt of the requested document/s.</p>	<p>Technical staff, Wildlife Regulation Section (WRS)</p>
	<p>3. As applicable, reviews and evaluates additional document/s</p>	<p>None</p>	<p>3 hours</p>	<p>Technical staff, WRS</p>

	submitted by the applicant.			
	4. As applicable, further inspection by BMB and/or CITES Scientific Authority/ies and/or technical experts	None	5 days	Technical staff, WRS
	5. Prepares Order of Payment	None	25 mins	Technical staff, WRS
	6. Signs Order of Payment	None		BMB Accountant or staff, Accounting Unit
2. Receives Order of Payment and Pays the Required Fees	5. Receives Order of Payment and Issues Official Receipt.  ***Online payment may be done through the Landbank <a href="#">Link.BizPortal</a>	<b><u>Permit Fee (Commercial)</u></b> <b><i>Fauna: 3% of export value</i></b>  <b><i>Flora: P300.00 for 1<sup>st</sup> 50pcs; P2.00/pc for additional piece</i></b>  <b><i>Flora: Wood Products and Derivatives: 3% of export value**</i></b>  <b><u>Permit Fee (Non-Commercial)</u></b>	20 mins	Staff, Cashier Unit

		<p><b><i>P250.00 for 1-2 pairs of pet, plants not exceeding 12 pcs</i></b></p> <p><b><u>Inspection Fee</u></b>  <b>Commercial: P300.00</b>  Non-Commercial: <b>P150.00</b></p>		
3. Presents Original copy of the Official Receipt	6. Receives an original copy of the Official Receipt and records application	None	15 mins	Staff, WRS
	7. Drafts CITES Export/Re-Export Permit and forwards permit to Chief, WRS	None	5 hrs	Technical staff, WRS
	8. Chief, WRS reviews, initials and endorses permit to Chief, WRD	None	1.5 days	Section Chief, WRS
	9. Chief, WRD reviews, initials, and endorses permit to Assistant Director's (AD) Office	None		Division Chief, WRD
	10. Assistant Director reviews,	None		Assistant Director

	initials, and forwards permit to the Director's Office			
	11. Director approves/signs permit and forwards signed permit to RMU	None		Director
	12. WRD affixes permit number, CITES and agency seals, and dates of issuance and validity	None	30 mins	Staff, Wildlife Resources Division
4. Applicant receives the approved CITES Export/Re-export Permit. Applicant's representative should present an authorization letter and ID.	13. WRD releases permit to the applicant	None	10 mins	Staff, Wildlife Resources Division
<b>TOTAL:</b>			Simple : 3 working days Complex : 8 working days <i>Note: Additional 3 hours, if requires submission of additional document/s; processing time will resume upon receipt of the additional required documents from applicant or concerned CMA or DENR Regional Office, as the case may be.</i>	
		Pls see fees above		

*\*For CITES Appendix I species, BMB as CMA Philippines will request for a CITES Import Permit from the Importing country before the issuance of CITES Export Permit.*

*\*\*Pursuant to Section 21 of Republic Act 9147 and Joint "DENR-DA-PCSD Administrative Order No. 01 Series of 2004.*

*This service is under the following laws:*

- *Republic Act No. 9147 or the Wildlife Resources Conservation and Protection Act and its IRR*
- *Department Administrative Order 2004-55 (Streamlining/ Procedural Guidelines Pursuant to the Joint DA-DENR-PCSD Administrative Order.*
- *DENR A.O. 2016-07 (Manual of Authorities on Technical Matters).*
- *Convention on International Trade in Endangered Species of Wild Fauna and Flora*

*Note: The prescribed processing time is applicable for 1 permit application only and assumed that the concerned evaluator/processor has no other intervening official task/s.*